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Current Serial Record
MAR - 9 1943
U.S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

March 17, 1943

Office of Plant and Operations

PLANT AND OPERATIONS CIRCULAR 110 and OFFICE OF INFORMATION MEMORANDUM NO. 83

Ordering and Stocking of Bills of Lading, Transportation Requests, and Tax Exemption Certificates and Identification Cards

At present the function of ordering and stocking bills of lading, transportation requests, and tax exemption certificates is divided among three of the staff offices -- the Office of Plant and Operations, the Office of Budget and Finance, and the Office of Information. The forms referred to have certain similarities in that they are standard forms prescribed by the General Regulations of the Comptroller General and are serially numbered in order to establish control. The three offices concerned have decided that the ordering and stocking of these forms should be centralized in order to prevent duplication of effort and have cooperated in the issuance of this circular setting forth a standardized and simplified procedure.

Placement of Annual Orders

The Office of Information will serve as the Department's central office for the ordering of bills of lading, transportation requests, and tax exemption certificates and identification cards. Except as otherwise provided herein, the bureaus and offices of the Department will submit to the Printing Section of the Office of Information, on or before April 15 of each year, requisitions for a supply of the forms referred to in this circular sufficient to meet their needs for the ensuing fiscal year. This procedure is to be followed in the placement of orders for the fiscal year 1944. The Office of Information will assign the serial numbers that are to be used and will place the order with the appropriate source of supply. The specific instructions for ordering each type of form are as follows:

1. Transportation Requests. The requisition should contain complete information on quantities, types of books, and the point of delivery. Books of requests are available as follows:

A book - contains 5 requests each
B book - contains 10 requests each
C book - contains 25 requests each

Arrangements have been made with the Division of Printing, Treasury Department, to have books of transportation requests shipped directly to the bureaus after the order is filled by the Bureau of Engraving and Printing. However, in order to avoid over-burdening the Treasury Department, it will be necessary to limit each agency of the Department to only one receiving address. The identification cards used with transportation requests are

obtained from the Central Supply Division of the Office of Plant and Operations in the same manner as other standard forms.

2. Bills of Lading. The requisition should contain complete information on the quantity, the overprint, the number of memorandum copies needed, and the points of delivery. The order will be filled by the Government Printing Office or by a commercial printer, as the case may be, and will be delivered directly to the address or addresses indicated on the bureau's requisition.

3. Tax-exemption Certificates and Identification Cards. Annual orders for tax exemption certificates and identification cards do not need to be submitted at the present time, since the Central Supply Division of the Office of Plant and Operations has on hand a stock large enough to supply all the needs of the Department. Therefore, requisitions for these forms should be submitted to Central Supply Division on Form AD-14 until further notice is given.

Placement of Emergency Orders

The Central Supply Division of the Office of Plant and Operations will maintain a limited emergency supply of transportation requests and bills of lading to provide for needs of the bureaus which could not be foreseen at the time the annual orders were placed. Requisitions should be made on Form AD-14. Requisitions for transportation requests will be honored only if they are signed by persons designated for this purpose as required by Plant and Operations Circular No. 77, June 30, 1942. After the present stock of tax exemption certificates is exhausted, only an emergency supply of these forms will be maintained also.

The second paragraph of Budget and Finance Circular 469 "U. S. Government Tax Exemption Certificates and Identification Cards" is superseded by the provisions of this circular relating to tax exemption certificates and identification cards.

Arthur B. Thatcher
Chief, Office of Plant and Operations

Keith Hinchaugh
Acting Director of Information

Concurred in:

T. A. Nelson
Acting Director of Finance

PROCUREMENT
Bills of Lading, Ordering and Stocking of
Identification Cards, Ordering and Stocking of
Tax Exemption Certificates, Ordering and Stocking of
Transportation Requests, Ordering and Stocking of